

TUITION AGREEMENT

To register my / our child, I / we agree to make the following payments to **EXCELSIOR LEARNING CENTER:**

- ❖ \$ _____ Non-refundable registration fee per family is due upon application. The registration application. The registration fee is required to register or to be placed on a waiting list. Registration fees are assessed annually on September 1st.
 - ❖ Weekly tuition \$ _____.
 - ❖ Tuition is for the program you selected. Delinquent tuition is processed with the guidelines of the law.
 - ❖ Tuition is due on Monday of each week. Families for whom payments are received after 6:00 p.m. will be charged a late fee.
 - ❖ There are additional fee charges for school-aged or part-time children when they are at the center on teacher In-Service day and/or any other single holiday.
 - ❖ Tuition payments does not include after 6:00 p.m. services, late charges & late pickup will be assessed. These fees are separately charged.
 - ❖ Full tuition payment is due whether the child is present or absent. There are no reductions for holidays or school closing.
- Payments can be made by cash, money orders are credit card (3% fee) in person are (4% fee) over the phone.
- ❖ There will be a \$35 for any checks, which are return to US for NSF (no-sufficient funds).
 - ❖ I agree to pay in cash or money order if I have 2 checks returned to Excelsior Learning Academy.

Signed: _____
Parent / Guardian

Date: _____

Signed: _____
Facility Administrator

Date: _____

PARENTAL AGREEMENTS ON POLICY AND TUITION

Excelsior Learning Center agrees to provide child care for _____
Monday, Tuesday, Wednesday, Thursday, Friday (Childs Name)

I understand that a health form is required for children under 5 years old. The health form is to be completed by a licensed professional that has examined the child within the past year. It must be completed within a week of your child's enrollment date, in order for your child to participate in the program.

Before any medication is dispensed to my child, I will complete a written authorization form, which includes: date, name of child, name of medication, dosage, date and time medication is to be given. Medicine must be in original container with my child's name marked on it. Over-the-counter medication must be age appropriated and the age of children has been indicated on the label (i.e. Robitussin for ages 12 and over cannot be given to a 5 year old). Any prescribed medications that require long-term or continuous use must be accompanied by a doctor's statement. Do not send medicine in your child's diaper bag or backpack. Medicines are signed in at the front desk and can be given to the teacher .

My child will not be allowed to enter or leave the facility without being escorted by the parent(s) person authorized by parent(s), or facility personnel.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, i.e. telephone number, work location, emergency contact, child's physician, child's health status, infant feeding plans and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medication, etc., which include my child. The

Excelsior Learning Center agrees to obtain a written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than (2) feet deep.

Excelsior Learning Center is open from 6:00a.m. – 6:00 p.m. Monday through Friday, After 6:01p.m., late fees will be assessed at \$1.00 per minute late.

- _____ I agree to pay ½ tuition if my child is not present for the school week.
- _____ I agree to pay full tuition if my child is present at least 1 day in the center of the school week.
- _____ I agree to pay a \$1.00 per minute late charge per child after my child or children 12 hour stay per day or my 5 hour stay for my school age child/ children.
- _____ I agree to pay a \$ 5.00 per day late fee if I do not pay my tuition by Tuesday night of the school week.

Excelsior Learning Center is not responsible for any injuries or death by accident, or any damages to personal items. We are not responsible for lost personal items such as toys, games, jewelry, rings, earring, etc.

Excelsior Learning Center does not recommend or endorse any employee that provides childcare services outside of the Excelsior Learning Center daily program. Though we cannot prohibit our staff from engaging in child care services; we shall not be responsible for any acts of omission of any employee while providing such services to you.

I have read and agree to abide by the policies and procedures for Excelsior Learning Center.

Signed: _____
PARENT/GUARDIAN

Date: _____

Signed: _____
FACILITY ADMINISTRATOR

Date: _____

Excelsior Learning Center

10540 S. Post Oak Road

Houston, Texas 77035

(713)666-KIDS (713)660-8995 (FAX)

"Exceeding your expectations with excellence for your child's educational needs"

Excelsior Learning Center will be closed on the following Holidays:

New Year's Eve	Memorial Day	Day after Thanksgiving
New Years Day	Independence Day	Christmas Eve
MLK Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	Day after Christmas

Rates during these holidays will be the same as those rates during a non-holiday week. When a scheduled holiday falls on a Thursday, the center may be closed on Friday. **Parents will be notified.**

The center is open Monday – Friday from 6:00 a.m. - 6:00 p.m. and 6:30 p.m. for aftercare at an additional rate. Children ages 5 weeks to 5 years old are allowed to stay 12 hours total per day. Children 6 to 12 years old are allowed to stay 5 total hours per day unless it is a holiday or camp time.

We also offer Part time rates. (3 set days of the week and From 6:00 to 6:00 only)

The Weekly Tuition Rates are as follows:

	<u>Reg</u>	<u>Af/Hr</u>	<u>P/T</u>
5 weeks to 18 months	\$165.00	\$195.00	\$125.00
19 months to 35 months	\$145.00	\$165.00	\$105.00
3 to 4 years (Not potty trained).	\$130.00	\$150.00	\$100.00
4 to 5years (Fully potty trained).	\$115.00	\$135.00	\$ 85.00
6 to 12 years olds (before and after school).	\$ 85.00		
6 to 12 years old (after schoolers).	\$ 70.00		
Summer Camp (up to 12 hrs)..	\$ 85.00		

- Drop-In fee (hourly). (Must be paid upfront) . . \$8.00 per hr/45.00 min \$50.00 Deposit
- Drop-In fee for an infant (Must be paid upfront). . \$ 50.00/N.A.
- Drop-In fee 19 mths - 5 years. (Must be paid upfront). . \$ 455.00/N.A.
- Registration fee \$50.00 up to 2 kids
- 3 or more \$25.00 per child
- Breakfast is served each morning between 6:30 a.m. and 8:30 a.m. (no exceptions)

Absences from the center for an entire week will require ½ payments regardless of the reason for being absent. If a child attends the center for one (1) or more days during a regular week, the full amount of the tuition is due. There are no discount rates. There is a \$1 per minute charge for late pick-up (**PER CHILD**), in which will be assessed whether or not Excelsior is notified of a parent's expected tardiness or not.

Payments for weekly tuition are due on Monday with a grace period of Tuesday by 6:00 p.m. If payments are not received by Tuesday 6:00 p.m. there will be charged a late fee of \$5.00 a day until payment has been made.

When your child is going to be absent, please call the center by 8:00 a.m. If we do not need to pick up your afterschooler from school and we are not notified, there will be a \$5.00 charge for a blank bus trip, make sure we are informed to avoid these charges.

After two (2) more weeks of absence from the center a child will be dropped from the roll and will have to re-register at a \$50.00 registration fee, unless prior arrangements have been made. Please note that re-enrollment may lead to an increase in tuition.

Discipline and Guidance Policy for EXCELSIOR LEARNING CTR
 Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child’s level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child’s mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.		
Signature	Date	
Check one please:		
<input type="checkbox"/> Parent	<input type="checkbox"/> Employee/caregiver	<input type="checkbox"/> Household member of child-care home

Excelsior Learning Center is licensed by the state of Texas as a Child Daycare Center with the capacity for 88 children, 4 weeks to 12 years of age. Learning programs are based on developmentally appropriate practices. You are entitled to see the following information. You may ask the Director or Assistant to show you the most recent copy of the following:

*Minimum Standards for this Child Daycare Center; these are also available on the web at www.dfps.state.tx.us or your local Licensing Office.

*The most recent DFPS Inspection/Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or your local Licensing Office)

*The Child Daycare Center’s Operational Policies and Procedures (hand book) Keeping Children Safe Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office at 979/776-7498.

The Center’s Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code (sections §34.07) States, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child’s physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a “Class B” Misdemeanor.

Gang-Free Zone

746.501(22)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Abuse & Neglect

746.501(25)

Excelsior requires annual training for caregivers to prevent and respond to abuse and neglect of children. The training will include methods for increasing caregiver and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. It will also include techniques for increasing caregiver and parent awareness of prevention of child abuse and neglect. Excelsior Learning Academy will reach out to various community organizations to refer parents of children who are victims of abuse or neglect for help. We are responsible for referring the parents of a child who is a victim of abuse or neglect out to proper organizations, which can assist them.

I have read and understand the Policies and Procedures of Excelsior Learning Academy.

Parent/Guardian

Date

Excelsior Learning Center

EMERGENCY CONTACT INFORMATION

Student Information

First Name _____ **Last Name** _____

Emergency Contact Name

Primary Contact Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone # _____ **Relationship** _____

Emergency Contact Name

Primary Contact Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone # _____ **Relationship** _____

Emergency Contact Name

Primary Contact Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone # _____ **Relationship** _____

Comments Text:

Print Name

Signature

Date

**Excelsior Learning Center
10540 S. Post Oak Road
Houston, Texas 77035
(713)666-KIDS (713)723-8303(FAX)**

*“Exceeding your expectations with excellence for your child’s educational needs”
School Supply List*

PRE-K CLASSROOM

1. (2) Boxes Kleenex
2. (1) gallon size storage baggies
3. (1) quart size sandwich baggies
4. Antibacterial Baby wipes
5. (2) bottles 8 oz. glue
6. (3) glue sticks
7. (1) box 16 count crayons
8. (1) pair blunt scissors
9. (1) large construction paper
10. (1) large manila paper
11. (5) #2 pencils
12. (3) Dry erase markers
13. (1) Change of clothes

5. *Beginners pencils (thick)*
6. *(1) box jumbo Crayon*
7. *Pull ups*
8. *Constructions Paper*
9. *Change of clothes*
10. *Potty (optional)*

WOBBLER CLASSROOM

1. (2) Boxes Kleenex
2. (1) Box 8 count crayons
3. Antibacterial wipes
4. Construction Paper
5. Change of clothes

INFANT CLASSROOM

1. (2) boxes Kleenex
2. Diapers
3. Baby Wipes
4. Change of clothes
5. Baby food
6. Infant Formula

TODDLER’S CLASSROOM

1. (2) Boxes Kleenex
2. (1) gallon size storage baggies
3. (1) quart size sandwich baggies
4. Antibacterial baby wipes

*One change of clothing in a large zip lock baggies to be placed in child cubicle in case of a unexpected accident.
One change of clothing should be kept at the center throughout the year.
Please label your child’s clothing.*

PLEASE NOTE:

Excelsior requires your child to have the necessary school supplies in order to optimize their learning experience in our Academy. Please provide the required tools listed above as it pertains to your child’s classroom.

I _____ agree to pay the supply fee of \$45per child if I do not provide the necessary supplies within 14 days of my registration date. I am aware that those who do not fulfill the supply list by the due date, will notice a charge assessed to their account and will be solely responsible for paying the charges.

REGISTRATION DATE: _____

SUPPLY DUE DATE: _____